

**TRANSPORTATION ASSET MANAGEMENT COUNCIL  
DATA COMMITTEE**

September 18, 2019 at 1:00 p.m.  
MDOT Aeronautics Building, 2<sup>nd</sup> Floor Commission Conference Room  
2700 Port Lansing Road  
Lansing, Michigan  
**MINUTES**

**\*\*Frequently Used Acronyms Attached**

**Members Present:**

Bill McEntee, CRA – Chair  
Jonathan Start, MTPA/KATS – Vice Chair  
Jennifer Tubbs, MTA

Bob Slattery, MML, via Telephone  
Rob Surber, DTMB/CSS

**Support Staff Present:**

Niles Annelin, MDOT  
Cheryl Granger, DTMB/CSS  
Kyle Nelson, MDOT

Roger Belknap, MDOT  
Dave Jennett, MDOT  
Gloria Strong, MDOT

**Members Absent:**

None

**Public Present:**

Jim Ashman, MDOT

**1. Welcome – Call-to-Order – Introductions:**

The meeting was called-to-order at 1:02 p.m. Jim Ashman, MDOT, was introduced and welcomed to the meeting.

**2. Public Comments on Non-Agenda Items:**

None

**3. Consent Agenda:**

**3.1. – Approval of August 21, 2019 Data Committee Meeting Minutes – *Action Item* (Attachment 1)**

**3.2. – TAMC Budget Update (Attachment 2)**

An updated financial report (09/13/2019) was provided to the committee. R. Belknap gave a brief general update.

**3.3. – TAMC Fall Conference Update - G. Strong/R. Belknap (Attachment 3)**

The TAMC Fall Asset Management Conference will be held at the Holiday Inn of Marquette, October 30, 2019, jointly with the Central Upper Peninsula Planning and Development Regional Commission (CUPPAD)/Michigan Infrastructure Council (MIC) Asset Management Summit in the afternoon. Summits will be held on Monday, Tuesday, and Thursday of the same week, the Houghton, Escanaba, Sault Ste. Marie. The Michigan Transportation Planning Association (MTPA) approved a \$1,000 sponsorship for the conference. G. Strong will send an invoice. MTPA was thanked for their generous sponsorship.

**Motion:** J. Start made a motion to approve the full consent agenda; R. Slattery seconded the motion. The motion was approved by all members present.

#### **4. Review and Discussion Items:**

##### **4.1. – TAMC Transportation Asset Management Plan (TAMP) Template Update – T. Colling**

**4.1.1. – Training Schedules – T. Colling was not present at the meeting to provide an update.**

**4.1.2. - Investment Reporting Tool (IRT) Modifications for Submittal of Asset Management Plans – B. McEntee/D. Jennett**

The new IRT checklist was shared with the committee. The page number requests were removed as this information is already provided in the new compliance document that was recently added. An introduction Webinar will be held October 3 and October 7, 2019.

##### **4.2. - Next Steps for the Traffic Signal Pilot Effort – B. McEntee**

B. McEntee informed the committee that there is nothing to update on this effort since the last Data Committee meeting. This subject is on hold until the TAMP issues and more pressing issues are completed.

##### **4.3. – Pavement Condition Forecast System Scenarios – R. Belknap**

No current updates. This subject is also on hold until the TAMP issues and other more pressing issues are completed. Currently looking at the MDOT National Functional Classification numbers for 2017. Due to retirements and staff shortages, this information has not been provided. J. Tubbs made a motion to request TAMC consider bidding out forecasting. If this were to happen, funding from the TAMC appropriation would be needed. Currently, MDOT provides the labor expense to do forecasting for TAMC. If another entity performed this, TAMC would have to pay for it, and therefore, more TAMC funds would be needed.

**Motion:** J. Tubbs made a motion that a request be made to the full Council that TAMC consider bidding out forecasting data analysis tasks; J. Start seconded the motion. The motion was approved by all members present.

##### **4.4. - Investment Reporting Compliance Review Update – R. Belknap (Memo/Attachment 4)**

R. Belknap gave an update on the status of local agencies investment reporting compliance efforts as of August 15, 2019. R. Belknap shared PowerPoint slides regarding Investment Reporting 101 giving explanations of compliance/non-compliance and examples. He shared the compliance review process, the steps to communicate with the agencies about compliance/non-compliance, samples of compliance reports that the agencies are able to run, and what asset management plans are in the IRT. TAMC receives the majority of its data in the IRT during June, July and August. R. Belknap shared findings from FY 2016-FY2018 on the percentage of counties that have completed the IRT-ADARS required steps of compliance. Support staff review is not an audit of data integrity or correctness, rather the review checks for completed steps. Act 51 in 2007 laid out the requirement that the agencies deadline date is 90 days after their fiscal year. Committee would like to see the PASER data collections and total planned projects updates quarterly. They would also like to see totals compared to prior years at the same date. TAMC currently does not handle non-location specific projects. Light and Heavy Capital Preventive Maintenance (CPM) activities would be useful to have in the IRT for completed projects. Support staff is striving to have the full data set in December.

##### **4.5. – Status of 2019 PASER Data Collection – R. Belknap (Attachment 5) -**

R. Belknap provided a brief review of a “2019 – PASER Status by County” document through September 13, 2019. The rate of collection is the same as last year.

##### **4.6. – Website/Dashboard/IRT Update – C. Granger**

###### **4.6.1. – TAMC Acronym Guide and Glossary (Attachment 6)**

CSS will be looking at MDOTS TAMP, CSS training materials, MTU acronym list, and TAMC meeting minutes acronyms in order to create a glossary and acronyms list for the Council Website. B. McEntee would like Data Committee volunteers to go over the lists and highlight which acronyms TAMC should use (highlight in green); may want to use (highlight in yellow); and lastly, acronyms

TAMC does not need to share (highlight in red). J. Start and B. McEntee volunteered to review the lists.

**Action Item:** B McEntee will send out the list of glossary and acronyms to the committee volunteers for their review.

#### **4.6.2. – 3-Year Planned Improvements and State Transportation Improvement Program (STIP) Integration – C. Granger/B. McEntee/K. Nelson**

This is on CSS's 2020 work plan. As soon as Oct 1 hits, they will begin work on this. They will be looking at what needs to be pulled over from the STIP. J. Start would like to be involved in meetings regarding this effort to pull projects from the STIP. J. Start feels reconstruction and rehabilitation planned projects (those that affect road surface) should be the ones that are focused on to pull over into the IRT. B. McEntee feels heavy CPM planned projects should be included. We need to keep in mind what information would be useful to utility agencies. J. Ashman shared what MDOT considers heavy CPM projects.

K. Nelson, MDOT, brought up JobNet (federally funded local projects) on the projector to show what that looks like and what is available to the Council. JobNet has MDOT projects and federally funded local projects. It does not distinct between light and heavy CPM. Crack seal projects may be in the IRT, but a chip seal project will not. J. Start feels the location, agency, type, and completion dates are needed as a minimum in the IRT. Multiple-year projects are not in JobNet, only single-year projects. Total job costs are in JobNet. The real dollar figure is in ADARS. CSS can have access to JobNet. CSS will make a list of questions of what should be forwarded to the IRT. The Committee wants CSS to put it on the map by regions, planning agency, and who will do the work. The planned projects are valuable to utility agencies and the public. In the IRT, there are three-year planned projects and in JobNet there are 4-year planned projects. JobNet does not have local agency projects that do not have federal funds. The IRT will have local agency projects that do not have federal funds. JobNet already has a map that CSS may like to use that has the information the committee is looking for. Their maps are updated nightly. This may be very helpful to CSS to cut down on the duplication of efforts. TAMC will also need to decide how many years out (3-10 years?) they want to look out on projects. CSS and MDOT will need to work together to help prevent the agencies entering projects don't do duplication of effort. C. Granger will set up meetings with key stakeholder persons to start this task.

If anyone has any additional questions, they may contact K. Nelson at [NelsonK16@michigan.gov](mailto:NelsonK16@michigan.gov).

**Action Item:** The Committee requested that CSS place the collected information on maps by regions, planning agency, and who will do the work. CSS will work with the MDOT JobNet staff who already has maps, to cut down on duplication of effort.

#### **4.6.3. – Warranty Module Update – B. McEntee/D. Jennett**

Release 2.11 went out on September 11, 2019. CSS sent out the warranty report for comments and feedback. Steve Curry (helpdesk person for warranties) had some comments. The warranties will be released on September 30, 2019. TAMP information is also available on September 30, 2019. The Committee would like a statewide map to show warranty projects. Mike Wilkenson, Bridge Magazine, submitted a request through MDOT's Communications Office, for any and all different combinations from 14 years of data from MDOT and CSS. CSS does not feel it will take much effort to provide this information however, support staff will need to make sure they follow the TAMC data request policy when requests are received for TAMC. This is a data set that support staff feels may be needed in the future and would like to make a set summary of this data for future use. The Committee would like D. Jennett to do a memo regarding the summary report request, providing examples of what the data set would be and provide the memo to the Data Committee for their review

and approval. If the Data Committee approves the summary report, they will forward on to full Council for their review and approval.

**Action Item:** D. Jennett will provide a memo with illustrating examples of the data set support staff would like to make available on a regular basis in the IRT reports and present them at the next Data Committee Meeting in November for their review and approval.

#### **4.7. – 2019 TAMC Annual Report – B. McEntee/D. Jennett**

D. Jennett is working with CSS and MDOT on messaging. D. Jennett showed the Committee, as an example, the communication software video used by the MDOT communications team. TAMC may want to do a video to introduce the annual report. Videos can give visual explanations about the annual report.

#### **5. Public Comments:**

None

#### **6. Member Comments:**

J. Tubbs spoke on bills that have been introduced and feels the role of TAMC is changing and increasing in workload.

J. Start requested that the STIP map link be sent out to the Data Committee members.

**Action Item:** Support staff send out the STIP map link to the Data Committee members.

#### **7. Adjournment:**

The meeting adjourned at 3:00 p.m. The next TAMC Data Committee meeting is scheduled for November 20, 2019, at 1:00 p.m., MDOT Aeronautics Building, 2<sup>nd</sup> Floor Commission Conference Room, 2700 Port Lansing Road, Lansing.

### **TAMC FREQUENTLY USED ACRONYMS:**

<b>AASHTO</b>	AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS
<b>ACE</b>	ADMINISTRATION, COMMUNICATION, AND EDUCATION (TAMC COMMITTEE)
<b>ACT-51</b>	PUBLIC ACT 51 OF 1951-DEFINITION: A CLASSIFICATION SYSTEM DESIGNED TO DISTRIBUTE MICHIGAN'S ACT 51 FUNDS. A ROADWAY MUST BE CLASSIFIED ON THE ACT 51 LIST TO RECEIVE STATE MONEY.
<b>ADA</b>	AMERICANS WITH DISABILITIES ACT
<b>ADARS</b>	ACT 51 DISTRIBUTION AND REPORTING SYSTEM
<b>BTP</b>	BUREAU OF TRANSPORTATION PLANNING (MDOT)
<b>CFM</b>	COUNCIL ON FUTURE MOBILITY
<b>CPM</b>	CAPITAL PREVENTATIVE MAINTENANCE
<b>CRA</b>	COUNTY ROAD ASSOCIATION (OF MICHIGAN)
<b>CSD</b>	CONTRACT SERVICES DIVISION (MDOT)
<b>CSS</b>	CENTER FOR SHARED SOLUTIONS
<b>DI</b>	DISTRESS INDEX
<b>ESC</b>	EXTENDED SERVICE CONTRACT
<b>FAST</b>	FIXING AMERICA'S SURFACE TRANSPORTATION ACT
<b>FHWA</b>	FEDERAL HIGHWAY ADMINISTRATION
<b>FOD</b>	FINANCIAL OPERATIONS DIVISION (MDOT)
<b>FY</b>	FISCAL YEAR
<b>GLS REGION V</b>	GENESEE-LAPEER-SHIAWASSEE REGION V PLANNING AND DEVELOPMENT COMMISSION
<b>GVMC</b>	GRAND VALLEY METRO COUNCIL
<b>HPMS</b>	HIGHWAY PERFORMANCE MONITORING SYSTEM
<b>IBR</b>	INVENTORY BASED RATING
<b>IRI</b>	INTERNATIONAL ROUGHNESS INDEX

<b>IRT</b>	INVESTMENT REPORTING TOOL
<b>KATS</b>	KALAMAZOO AREA TRANSPORTATION STUDY
<b>KCRC</b>	KENT COUNTY ROAD COMMISSION
<b>LDC</b>	LAPTOP DATA COLLECTORS
<b>LTAP</b>	LOCAL TECHNICAL ASSISTANCE PROGRAM
<b>MAC</b>	MICHIGAN ASSOCIATION OF COUNTIES
<b>MAP-21</b>	MOVING AHEAD FOR PROGRESS IN THE 21 <sup>ST</sup> CENTURY (ACT)
<b>MAR</b>	MICHIGAN ASSOCIATION OF REGIONS
<b>MDOT</b>	MICHIGAN DEPARTMENT OF TRANSPORTATION
<b>MDTMB</b>	MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
<b>MIC</b>	MICHIGAN INFRASTRUCTURE COMMISSION
<b>MITA</b>	MICHIGAN INFRASTRUCTURE AND TRANSPORTATION ASSOCIATION
<b>MML</b>	MICHIGAN MUNICIPAL LEAGUE
<b>MPO</b>	METROPOLITAN PLANNING ORGANIZATION
<b>MTA</b>	MICHIGAN TOWNSHIPS ASSOCIATION
<b>MTF</b>	MICHIGAN TRANSPORTATION FUNDS
<b>MTPA</b>	MICHIGAN TRANSPORTATION PLANNING ASSOCIATION
<b>MTU</b>	MICHIGAN TECHNOLOGICAL UNIVERSITY
<b>NBI</b>	NATIONAL BRIDGE INVENTORY
<b>NBIS</b>	NATIONAL BRIDGE INSPECTION STANDARDS
<b>NFA</b>	NON-FEDERAL AID
<b>NFC</b>	NATIONAL FUNCTIONAL CLASSIFICATION
<b>NHS</b>	NATIONAL HIGHWAY SYSTEM
<b>PASER</b>	PAVEMENT SURFACE EVALUATION AND RATING
<b>PNFA</b>	PAVED NON-FEDERAL AID
<b>PWA</b>	PUBLIC WORKS ASSOCIATION
<b>QA/QC</b>	QUALITY ASSURANCE/QUALITY CONTROL
<b>RBI</b>	ROAD BASED INVENTORY
<b>RCKC</b>	ROAD COMMISSION OF KALAMAZOO COUNTY
<b>ROW</b>	RIGHT-OF-WAY
<b>RPA</b>	REGIONAL PLANNING AGENCY
<b>RPO</b>	REGIONAL PLANNING ORGANIZATION
<b>SEMCOG</b>	SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS
<b>STC</b>	STATE TRANSPORTATION COMMISSION
<b>STP</b>	STATE TRANSPORTATION PROGRAM
<b>TAMC</b>	TRANSPORTATION ASSET MANAGEMENT COUNCIL
<b>TAMCSD</b>	TRANSPORTATION ASSET MANAGEMENT COUNCIL SUPPORT DIVISION
<b>TAMP</b>	TRANSPORTATION ASSET MANAGEMENT PLAN
<b>TPM</b>	TRANSPORTATION PERFORMANCE MEASURES
<b>UWP</b>	UNIFIED WORK PROGRAM

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